



## Qualified Business Reply Mail (QBRM) Application

This application is made to distribute Qualified Business Reply Mail (QBRM) cards, envelopes, or self-mailers prepared and distributed for return without prepayment of postage under DMM E150 and S922. QBRM rates and the additional per piece charge will be paid on all pieces returned under this privilege.

Applicant agrees to prepare pieces in accordance with DMM E150, S922, C810, and C840, and understands that failure to conform with these requirements *may result in an inability to receive QBRM rates*. Applicant must submit this completed form and either:

1. 10 BRM samples, or;
2. 10 actual paper mockups cut to the dimension of the BRM piece, PMS ink color, and a pre-production sample or artwork.

QBRM special First-Class postage rates apply: (*\$.18 for postcards, .30 for 1-oz. letter-sized, and .22 for each additional ounce or fraction*), up to 2 ounces plus a \$.05 handling fee for each returned piece.

NOTE: The address of mailpieces distributed under the QBRM program must include the unique ZIP + 4 that is preassigned for the BRM piece and that identifies the type of BRM, the applicable rate, and the individual permit holder.

**Enter each BRM ZIP + 4 and check (✓) to indicate the rate(s) at which your QBRM will be returned:**

ZIP + 4	Postcard Rate ( <i>\$.18 + .05 = .23</i> )	1 Oz. Letter Rate ( <i>\$.30 + .05 = .35</i> )	2 Oz. Letter Rate ( <i>\$.30 + .22 + .05 = .57</i> )
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Permit Information

Permit No.	City and State of Issue
Holder's Name	

### Mailpiece Information

Attention Line
Company/Organization Name
Street/PO Box
City, State, ZIP + 4

### Contact Person

Printed Name	By signing this application, I certify that all future QBRM envelopes/cards will be produced with equivalent paper stock, and meet the paper thickness requirements of 0.007 inch for postcard dimension, and 0.009 inch for letter-size dimension. NOTE: failure to meet requirements may result in an inability to receive QBRM rates.		
Title			
Telephone No. (     )	Fax Number (     )	Signature	Date

Send completed form and attachments to:  
(Enter no., street, city, state, and ZIP + 4)

MGR BUSINESS MAIL ENTRY  
UNITED STATES POSTAL SERVICE

Permit No.	City and State of Issue
Effective Date	
Organization Name, Street/PO Box, City, State, ZIP + 4	

Dear Customer,

Your application for entry into the Qualified Business Reply Mail (QBRM) program at the \_\_\_\_\_  
post office is:

☐ Approved

Attached is a sample BRM piece approved for the QBRM First-Class reduced rate of \$.30 per oz., and QBRM postcard rate of \$.18. A handling charge of \$.05 applies.

You must have an established Business Reply Mail postage account at the post office named above. The annual permit fee is \$100. A \$300 accounting fee is required at each post office where BRM will be returned.

☐ Not approved for the following reason(s):

DMM S922 Requirements      ☐ Met      ☐ Not Met

DMM E150 Requirements      ☐ Met      ☐ Not Met

DMM C810 Requirements      ☐ Met      ☐ Not Met

DMM C840 Requirements      ☐ Met      ☐ Not Met

Specify requirement(s) not met and provide necessary corrective action(s) \_\_\_\_\_

## Disposition

Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	Date
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